

Stellent Content Management System Migration to Documentum (DCTM) D2 System

Project Update as of September 27, 2016

To Documentum Customers:

Over the 9/23/16 weekend, ISD successfully migrated CSSD, DCFS, CIO, DCBA, County Counsel, DPSS, DHS, DHR and Parks departments' documents to DCTM D2. All Stellent content has now been moved to Documentum. **It is imperative that the "parallel data entry" is adhered to until you are notified to stop. In addition, only use the DCTM D2 produced URL.**

As indicated in prior Customer Bulletins, the project's Steering Committee has established a "parallel data entry" contingency period. The "parallel data entry" contingency period is to ensure your documents are available immediately should any unexpected critical issue in DCTM require a roll-back to Stellent. The Steering Committee will determine when the "parallel data entry" can be discontinued.

REVISED DEPLOYMENT SCHEDULE <i>(as of 9/26/2016)</i>				
Cutover	Migration Starts Stellent Freeze*	DCTM Go-Live Stellent Thaw*	Affected Agencies	Impacted Scope
Batch I	8/25/16, 6PM	8/29/16, 7AM	ACWM, A-C, AC&C, B&H, CEO	<ul style="list-style-type: none"> • All departmental documents except Board Correspondence • Completed.
Batch II Labor Day Weekend	9/2/16, 6PM	9/6/16, 7AM	Board of Supervisors, all commissions	All Board related documents which include: <ul style="list-style-type: none"> • Board meeting minutes/SOPs & supporting documents, • Board meeting transcripts, • Board Correspondence, • Commission publications, • Completed.
Batch III Labor Day Weekend	9/9/16, 6:00pm	9/12/16, 7:00am	Board Of Supervisors	<ul style="list-style-type: none"> • Board Correspondence • Commission Publications • Completed.
Batch IV	9/16/16, 6PM	9/19/16, 7AM	DMH, ISD, LASD, MVA, PROB, TTC and Coroner	<ul style="list-style-type: none"> • All departmental documents • Completed.
Batch V	9/23/16, 6PM	9/26/16, 7AM	CIO, CoCo, CSSD, DCBA, DCFS, DHR, DHS, P&R and DPSS.	<ul style="list-style-type: none"> • All departmental documents • Completed.

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WEEK OF SEPTEMBER 26, 2016	
Department	Instructions
Agricultural Commissioner Animal Care & Control Auditor-Controller Beaches & Harbors Chief Executive Office	<ul style="list-style-type: none"> All documents, should be entered into Documentum AND Stellent. Continue entering into both applications until further notice.
Board of Supervisors	<ul style="list-style-type: none"> Enter ALL content (except Legistar content) into Documentum AND Stellent Enter Legistar content ONLY into Documentum. Continue entering into both applications until further notice
ISD Medical-Examiner Mental Health Military and Veterans Affairs Probation Sheriff TTC	<ul style="list-style-type: none"> All documents, should be entered into Documentum AND Stellent. Continue entering into both applications until further notice.
Child Support Children & Family SVCS CIO Consumer & Business Affairs County Counsel DPSS Health Services Human Resources Parks & Recreation	<ul style="list-style-type: none"> All documents, should be entered into Documentum AND Stellent. Continue entering into both applications until further notice.

RESOURCE INFORMATION

DCTM D2 PRODUCTION System: <http://sds.lacounty.gov/D2/#d2>

DCTM D2 TEST System: <http://iddsdtestlb.isd.lacounty.gov/D2>

D2 User Guide: <http://file.lacounty.gov/Training/d2guide.pdf>

D2 Training Video: <http://file.lacounty.gov/Training/D2video.wmv>

Training Questions: sdssupporttest@isd.lacounty.gov

Production Support: For questions about your deployment or issues after your migration weekend, please send an email to sdssupport@isd.lacounty.gov.